

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
DECEMBER 14, 2000**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Standard Time (EST) on December 14, 2000 in regular session. The meeting was led initially by chair-elect Ms. Silky Labie of the Florida Department of Environmental Protection and subsequently by chair Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

APPROVAL OF MINUTES

Ms. Labie reviewed the draft minutes of the November 9, 2000, meeting of this Board, which were approved with a minor correction. Action items from previous meetings were reviewed and updated; it was agreed that the ongoing item of 1/18/2000 is complete for that NELAC annual cycle.

REFRESHER TRAINING

Ms. Marlene Moore reviewed a preliminary proposal for developing fee-based refresher training for NELAC laboratory assessors. She noted that while this is a requirement of chapter three of the approved Standard, it will offer the opportunity for assessors to work together in developing a common understanding of the Standard, checklists, and other NELAC issues. She noted that a volunteer curriculum review board should be established, and that past experience indicates that a prompt decision is needed if a course is to be presented in conjunction with the Annual meeting. Following discussion, it was agreed that Board members would study the proposal in depth and Email their comments to Ms. Hankins before December 22, 2000, so the Board's decision can be communicated to Ms. Moore by December 31, 2000.

PT SAMPLES

Ms. Labie reviewed the Transition Committee's proposal for defining proficiency testing requirements, which have been reviewed and endorsed by the Proficiency Testing committee and the Accrediting Authorities working group. Each of the four issues and their proposed solutions were discussed in detail. Following discussion, all four proposed solutions were unanimously adopted by the Board and are included in Attachment E.

POLICY ON PARTICIPATION

Ms. Hankins noted that the distributed draft contains all proposed changes from Board members. Following discussion, noting that the mechanism of linking the guest participant to the teleconference is at the discretion of the chair, the policy was approved and is given in Attachment F.

LABORATORY ACCREDITATION ANNOUNCEMENTS

The time is approaching for announcement of the first round of NELAC-accredited laboratories. The logistical issues to be established by this Board include the date of announcement, the effective date of accreditation, etc. In lieu of the NELAC National Database being in production status, an interim approach will be needed. Following discussion, it was agreed that Accrediting Authorities would be asked to provide for each laboratory:

- Name
- City
- State
- Phone Number
- Primary NELAP Accrediting Authority

It was agreed that Ms. Hankins will develop specific final instructions to be sent to all NELAP Accrediting Authorities.

COSPONSOR OF NELAC 7 INTERIM MEETING

The Department of Defense, cosponsor of NELAC 7i, has completed an initial search for suitable meeting facilities in mid-October. Ms. Sample reviewed the current possibilities, noting that her staff has not been able to obtain government per diem rates for sleeping rooms for that period in several cities nationwide. Following discussion, it was agreed that meeting participants are generally only reimbursable for government rates; hence, meeting arrangements must accommodate this limitation. Ms. Sample will request her staff to seek another timeframe in order to obtain the government rates.

STACK TESTING

Mr. Dan Bivins, chair of the Field Activities committee, reviewed EPA's suggested plan for establishing stack testing accreditation standards. Discussion on the suggestion that States take the leadership role in developing the standard resulted. Due to time limitations, the discussion was postponed for the Board's next meeting.

NEXT MEETING

The next meeting of this Board is scheduled for January 11, 2001 at 1:30 p.m. by teleconference and will include the issues for which there was insufficient time for discussion.

NELAC BOARD OF DIRECTORS
DRAFT AGENDA
December 14, 2000
1:30 - 3:00 pm EDT

1. Approval of Minutes of November 9, 2000, Meeting* - *Chuck Brokopp*
2. Refresher Training - *Marlene Moore*
3. PT Samples* - *Silky Labie*
4. Policy on Participation* - *Jeanne Hankins*
5. 2EAccrediting Authority - Laboratory Application Package - *Jeanne???*
6. Cosponsor of Interim Meeting - *Jackie Sample*
7. Stack Testing* - *Fred Dimmick* (*Scheduled for 2:30*)
8. NELAC 7 Update - *Colleen Freeze*
9. Hotline - *Silky*
10. New Business

* Attachment

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
DECEMBER 14, 2000**

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA, ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Paul Kimsey	CA Department of Health Services	T: 510-40-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Dr. Jim Pearson (absent)	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne (absent)	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample	US DOD	T: 843-764-7337 11) F: 843-764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton (absent)	USEPA/Region 3	T: 410-305-2653 F: 410--305-3095 E: slayton.joe@epamail.epa.gov
Ms. Marlene Moore (invited)	Advanced Systems	T: (302) 834 - 9796 F:(302) 995 - 1086 E: mmoore@advancedsys.com
Ms. Coleen Freeze (invited)	UT Department of Health	T: 801-584-8406 F: 801-84-8486 E: cfreeze@doh.state.ut.us

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
DECEMBER 14, 2000**

Name	Affiliation	Address
Mr. Dan Bivins (invited)	USEPA/OAR	T: (919) 541 - 5244 F: (919) 541 - 1039 E: bivins.dan@epa.gov
Mr. William Lamason (invited)	USEPA/OAR	T: (919) 541 - 5374 F: (919) 541 - 1039 E: lamason.bill@epa.gov
Mr. Fred Dimmick (invited)	USEPA/OAR	T: 919-541-5537 F: E: dimmick.fred@epa.gov
Dr. Ken Jackson (invited)	Program Policy and Structure Committee, Chair	T: 518-485 - 5570 F: 518-485 - 5568 E: jackson@wadsworth.org
Ms. Nancy Wentworth (invited)	USEPA/OEI	T: 202-564 - 6830 F: 202-565 - 2441 E: wentworth.nancy@epa.gov
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

**NELAC BOARD OF DIRECTORS MEETING
DECEMBER 14, 2000
NEW ACTION ITEMS**

Item No.	Action	Status
1	Board members should study the proposal for refresher training for assessors in depth and Email their comments to Ms. Hankins before December 22, 2000	
2	Ms. Hankins will inform Ms. Moore of the Board's decision on the refresher training proposal by December 31, 2000.	
3	Ms. Hankins will develop specific final instructions to be sent to all NELAP Accrediting Authorities regarding announcement of the first round of NELAP accredited laboratories.	
4	Ms. Sample will request her staff to propose sites that comply with the GSA rates.	

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
DECEMBER 14, 2000**

No.	Date of Meeting	Action	Status
1	04/13/2000	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
2	01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
3	09/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
4	01/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Clarification requested; awaiting response
5	05/04/2000	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
6	05/04/2000	Barb Burmeister will Email the PT committee's process for responding to nominations to Jeanne Hankins.	On-going
7	05/08/2000	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
8	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
9	7/13/00	Board members to forward names of persons to fill Board vacancy.	Ongoing
12	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
13	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA	Deferred
14	8/10/00	Board members are to identify suitable candidates for the vacant Board position	Ongoing
15	8/10/00	Dr. Tatsch will forward the list of NELAC representatives, and the revised directory, as soon as final checking of the database is complete.	Completed
16	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing

No.	Date of Meeting	Action	Status
17	9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Ongoing
21	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed	Ongoing
23	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Ongoing
24	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	
25	11/09/00	Mr. Slayton will draft guidance for including additional participants in committee teleconferences for Board and chairs' review.	Completed
26	11/09/00	Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.	
27	11/09/00	Dr. Brokopp will obtain the assistance of a public information officer for announcing the first class of NELAP-accredited laboratories in January, 2001.	
28	11/09/00	Board members should forward their ideas for suitable publicity for announcement of the first class of NELAP-accredited laboratories in January, 2001.	
29	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next month's meeting.	

PT requirements for current NELAP applicant laboratories

EXECUTIVE SUMMARY

This “straw man” proposes to define the PT requirements that the current NELAP applicant laboratories must meet in order to be granted NELAP accreditation. The “straw man” proposes solutions to the current PT problems which include:

- Which PT analytes are required?
- What are acceptable sample designs for WP Base/Neutral and Acid standards? Do laboratories need to have acceptable results for all Aroclors contained in the NELAC PT FOT RCRA?
- Can analytes be omitted from compliant PT standards? And if so, which standards can have analytes with assigned values of zero and how many?
- How are results, including those for analytes with assigned values of zero, to be scored?

These four issues, proposed solutions to the issues and the impact of the proposed solutions are described below. This proposal puts forth a plan that outlines PT requirements for accrediting NELAC applicant laboratories. The proposal is based on the language contained in the 1999 NELAC Standards, Chapter 2, Associated Appendices, and documents referenced by the 1999 Standards, namely the EPA National Standards for Water Proficiency Testing Studies Criteria Document (December 30, 1998) and the NELAC PT Field of Testing tables posted on the NELAC web site.

The “straw man” is presented to the NELAC BOD by the NELAC Transition and PT Committees. The NELAP AA Work Group has reviewed the “straw man” and recommends that the NELAC BOD approve implementation.

PT requirements for current NELAP applicant laboratories

Issue #1 – Required Level of Participation for NELAP applicant laboratories

Section 2.4.1 states:

“To be accredited initially and to maintain accreditation, a laboratory shall participate in two single-blind, single-concentration PT studies, *where available*, per year for each *PT field of testing* for which it seeks or wants to maintain accreditation.” (emphasis added)

Further Section 2.3.2.1 states:

“The required group of analytes in each sample covering each field of testing shall be determined by the NELAC Standing Committee on Proficiency Testing and shall be evaluated and updated, as necessary.”

Proposed solution

All NELAC accredited laboratories must have two sets of acceptable PT results prior to award of accreditation for all analytes contained in the NELAC PT Field of Testing tables posted on the NELAC web site on April 4, 2000.

Justification for Proposed Solution

The JUN-2000 NELAC PT FOT include all of the WS and WP analytes listed in the EPA National standards. The “EPA WS and WP” analytes have been widely available from accredited providers since at least July 1, 1999. There is no justifiable reason for NELAP applicant laboratories not submitting two sets of acceptable PT results for the “EPA WS and WP” analytes.

The JUN-2000 NELAC PT tables also include analytes and matrices beyond the “EPA WS and WP” analytes. All of these analytes were included in the FEB-2000 tables published on the NELAC web site on April 10, 2000. The JUN-2000 FOT tables differ only slightly from the FEB-2000 version. All differences between the FEB-2000 and JUN-2000 versions are described in the Errata sheet published on the NELAC web site. The differences are minor and deal primarily with spelling errors and evaluation criteria. Multiple NIST NVLAP accredited PT Providers, using these tables, have produced PT studies that contain all NELAC PT analytes. These studies have been widely available since June 2000 providing adequate opportunities for NELAP applicants to pass two studies for these non-“EPA WS and WP” analytes.

Impact of proposed solution

Currently, PT results have not been summarized for all applicant laboratories. Anecdotal information indicates that most applicant laboratories will not be impacted by this proposed solution. Most laboratories have worked hard to obtain and analyze two sets of PT standards for all analyte/matrix combinations

PT requirements for current NELAP applicant laboratories

contained in the JUN-2000 NELAC PT FOT tables. Exception may be laboratories that have relied on a sole provider who did not offer the additional analyte/matrix combinations beyond the "EPA WS and WP" list.

Issue #2 – Acceptable WP Base/Neutral and Acid and RCRA PCB sample designs

Section 2.3.2.1 states:

"The PT Provider shall prepare each sample lot such that the prepared concentration of each analyte in each lot is unique. The required group of analytes covering each PT field of testing shall be determined by the NELAC Standing Committee on Proficiency Testing and shall be evaluated and updated, as necessary."

Further Section C.1.1.2 states:

"For analytes not included in the "National Standards for Water Proficiency Testing, Criteria Document," Proficiency Test providers shall use acceptance limits established by the NELAC Standing Committee on Proficiency Testing and shall be made available to PTOB/PTPA-approved PT Providers by the PT Committee Chair or the Executive Director of NELAP."

Proposed solution

For the additional WP Base/Neutral and Acid and the RCRA PCB samples, the NELAC PT Committee using the authority in 2.3.2.1 and C.1.1.2, shall revise the appropriate NELAC PT Field of Testing tables by a) adding the following footnote regarding missing analytes to the CWA table

"For volatile, base/neutral, acid, pesticide, and herbicide standards, providers must include a minimum number of analytes using the same criteria described in Chapter 2, Appendix B, Section B.1.2."

and b) adding the following footnote to the entry for PCBs in the RCRA table which states:

"One sample in every study, containing a single Arochlor, selected at random from among the Arochlors listed."

As applicable to an applicant's Scope of Accreditation, all NELAC accredited laboratories must have two sets of acceptable WP Base/Neutral and Acid results prior to award of accreditation for all analytes listed in the JUN-2000 NELAC PT Field of Testing tables posted on the NELAC web site. For the purposes of

PT requirements for current NELAP applicant laboratories

meeting this requirement, Accrediting Authorities will accept results for WP Base/Neutral and Acid analytes with assigned values equal to zero and for analytes with assigned values >0. PT providers will score all WP Base/Neutral and Acid results as described in the proposed solution to Issue #4 below.

For RCRA-Solid PCB Fields of Testing, all NELAC accredited laboratories must have two sets of acceptable results for each Aroclor listed in the JUN-2000 NELAC PT Field of Testing RCRA-Solid table. For an Aroclor with an assigned value >0, to receive an ACCEPTABLE evaluation, the laboratory must a) correctly identify the Aroclor and b) report a quantitative result within the Acceptance limits generated per the criteria listed in the JUN-2000 NELAC PT Field of Testing tables. For an Aroclor with an assigned value equal to zero, the PT providers shall score as ACCEPTABLE any results reported as 0, < a numeric value or any indication of not detected. All numeric results for analytes with an assigned value of zero will be scored as NOT ACCEPTABLE.

Justification for Proposed Solution

The proposed solution is consistent with the approach taken to date and is consistent with the NELAC standards. The language for the footnotes is derived from the EPA National Standards for the PCBs and from the NELAC RCRA table for the WP Base/Neutral and Acid analytes.

Impact of proposed solution

The proposed solution requires the NELAP Director or the PT Committee to revise the PT tables as soon as possible. Laboratories that used PT Providers that did not include all of the NELAC analytes on their reporting sheets will need to participate in studies that include all analytes prior to be granted accreditation.

Issue #3 – Can applicant laboratories be accredited for PT analytes “left out of a standard”?

Section 2.1 states:

“In addition to complying with the requirements of this Chapter and Appendices, any entity seeking to participate as a NELAP-designated PTOB/PTPA-approved PT Provider program shall also comply with all applicable requirements of “National Standards for Water Proficiency Studies, Criteria Document”, U.S. Environmental Protection Agency or other NELAC documents that define analytes, analyte numbers, concentrations, and acceptance criteria as required in Section C-1.1.2.”

PT requirements for current NELAP applicant laboratories

Further, Section B. 1.2 (PT Sample Composition for Water Matrices) states:

“PT Providers may choose to leave one or more specific analyte(s) out of PT samples, yet may still include those analyte(s) in the PT study to be counted and scored with the present analytes. The guidelines in this section apply only to PT samples that contain analytes and matrices listed in the following NIST program designations: water supply (WS) regulated volatiles, WS unregulated volatiles, WS pesticides, WS herbicides, water pollution (WP) haloaromatics/halocarbons, and WP pesticides.”

The NELAC RCRA PT FOT table (JUN-2000 versions) also contains the following footnote.

“For volatile, base/neutral, acid, pesticide, and herbicide standards, providers must include a minimum number of analytes using the same criteria described in Chapter 2, Appendix B, Section B.1.2.”

Proposed solution

Analytes may be left out of (e.g., analytes may have an assigned value of zero) for the following standard designations contained in the NELAC PT FOT tables: water supply (WS) regulated volatiles, WS unregulated volatiles, WS pesticides, WS herbicides; water pollution (WP) haloaromatics/halocarbons, WP pesticides; RCRA volatile, base/neutral, acid, pesticide, and herbicide standards. Analytes may only be left out of standard designs that contain 11 or greater analytes. If the standard design contains 10 or fewer analytes, all analytes must be included (Ref: Section B.1.2, 1999 NELAC Standards).

Justification for Proposed Solution

All analytes must have an assigned value. The assigned values for some analytes in the fractions listed above may be zero. The zero value is directly applicable to the EPA/NIST WS/WP analytes as described in Section B.1.2 of the 1999 NELAC standards and is also applicable to the RCRA analytes because of the footnote contained in the NELAC RCRA PT FOT table:

Impact of proposed solution

WS analytes – no impact; all standard designs that can include analytes with assigned values equal to zero are included in the PT standard designations contained in the 1999 standards.

RCRA analytes – minimal impact; all standard designs that can include analytes with assigned values equal to zero are covered by the footnote

PT requirements for current NELAP applicant laboratories

included in the NELAC PT FOT tables except for PCBs. For a proposed solution for the PCB issue, see Issue #2.

WP analytes – no impact for the WP) haloaromatics/halocarbons, WP pesticides standards. WP herbicide standards include only four analytes and are not impacted. WP base/neutral and acid standards are potentially impacted. For a proposed solution for the base/neutral and acid issue, see Issue #2.

Issue #4 – Evaluation of PT results

For “EPA WS and WP” analytes, Section 2.1 states:

“In addition to complying with the requirements of this Chapter and Appendices, any entity seeking to participate as a NELAP-designated PTOB/PTPA-approved PT Provider program shall also comply with all applicable requirements of “National Standards for Water Proficiency Studies, Criteria Document”, U.S. Environmental Protection Agency or other NELAC documents that define analytes, analyte numbers, concentrations, and acceptance criteria as required in Section C-1.1.2.”

For the other analytes, Section C.1.1.2 of the 1999 Standards indicate that the NELAC PT Committee or the NELAP Director may establish such criteria:

“For analytes not included in the “National Standards for Water Proficiency Testing, Criteria Document,” Proficiency Test providers shall use acceptance limits established by the NELAC Standing Committee on Proficiency Testing and shall be made available to PTOB/PTPA-approved PT Providers by the PT Committee Chair or the Executive Director of NELAP.”

Proposed solution

- 1) All “EPA WS and WP” analyte results submitted by NELAC applicant laboratories must be evaluated per the criteria contained in the EPA National Standards.
- 2) All additional NELAC analyte/matrix combination results (i.e., those for non-“EPA WS and WP” analytes) submitted by NELAC applicant laboratories for analytes with assigned values not equal to zero must be evaluated per the criteria contained in the JUN-2000 NELAC PT FOT tables.
- 3) Except for PCBs, for all non-“EPA WS and WP” analytes with an assigned value equal to zero, the PT providers shall score as ACCEPTABLE any results reported as 0, < a numeric value or any alpha indication of not detected.

Examples of acceptable alpha results include but are not limited to “ND”, “BDL”, “Not Detected”, and “Below Detection Limit”. All numeric results for analytes with an assigned value of zero will be scored as NOT ACCEPTABLE.

- 4) RCRA-Solid PCB standards shall be evaluated as described in the proposed solution to Issue #2.

Justification for Proposed Solution

The proposed solution, while maintaining consistency with the requirements of the 1999 NELAC standards and the EPA National Standards, expands the criteria for results that will be evaluated as ACCEPTABLE for non-EPA WS and WP analytes with assigned values of zero. Although the language is more liberal than that contained in the EPA National Standards, it is a common sense change that does not unfairly punish the applicants and does not adversely impact the ability of the Accrediting Authorities to evaluate PT performance.

Impact of proposed solution

The proposed solution provides a framework for dealing with the issue of evaluating results for analytes with assigned values of zero that improves on the language presently in the EPA National Standards.

**POLICY ON PARTICIPATION
IN COMMITTEE TELECONFERENCES**

The purpose of this policy is to describe a process for guest participation in committee teleconferences. A guest participant is one who is not a Committee Voting Member or Contributor.

The membership of the standing committees is specified in chapter 1 of the NELAC Standards, Program Policy and Structure. The membership is designed to assure broad input and a wide range of ideas with a balance of five Voting Members and five Contributors who do not vote. Even with this balance and depth of membership, the standing committee meetings need to allow participation by all interested parties to help assure continuous improvement in the development of the NELAC consensus standards. Guest participation is accomplished through two national meetings (one annual and one interim) during which input is solicited from all meeting attendees. Additional meetings are held via teleconference and are scheduled as needed between national meetings. Proposed standards and minutes of all meetings are posted on the NELAC web site and written comments may be sent to committee chairs at any time.

Because of problems of cost, logistics, and equal access concerns, teleconference lines are restricted to members of the standing committee. However, it is still desirable that the committee obtain constructive input from people who are not members of the standing committee. This policy provides for guest participation in teleconferences in such a way that constructive input is obtained while at the same time ensuring that the business of the committee is accomplished in the short time allotted for the teleconference.

1. Schedules of standing committee meetings and teleconferences are to be posted on the NELAC Web page.
2. Guest participants are welcome to contact the chair of the standing committee in writing (E-mail or letter) and request time on the agenda with a specific input topic. In accordance with the NELAC Policy on Conducting Committee Meetings, any presentation to be made during the teleconference that would extend beyond 3-4 minutes must receive prior approval of the committee chair.
3. Once the teleconference is scheduled, the committee chair will arrange to link the guest participant to the teleconference.
4. Guest participants may participate in the committee meeting only during the time scheduled for their participation as per the arrangements made with the chair.